

**APPLICATION FOR MICHIGAN PROVISIONAL/PROFESSIONAL
EDUCATION TEACHER CERTIFICATE WHO
COMPLETED AN OUT-OF-STATE/OUT-OF-COUNTRY
TEACHER PREPARATION PROGRAM**

GENERAL INFORMATION: NOTE: Please read the instructions on page 4 prior to completing this application.

Individuals who have not completed a teacher preparation program which includes directed teaching at an approved out-of-state teacher preparation institution, or at a foreign institution, cannot apply directly to the state office, but must apply directly to a Michigan approved teacher education institution.

Individuals who completed a teacher education program in another country (with the exception of individuals who completed a teacher education program in Canada and who hold a valid certificate from Ontario, New Foundland, Quebec, or Saskatchewan) must obtain a course-by-course analysis from one of the following services:

World Education Service, Inc.
P.O. Box 11623
Chicago, IL 60611-0623
Tele: (800) 937-3898
Fax: (312) 222-1217
E-Mail: INFO@WES.ORG

International Education Research Foundation, Inc.
P.O. Box 66940
Los Angeles, CA 90066
Tele: (310) 390-6276
Fax: (310) 397-7686
E-Mail: IERF.CERF.NET

Educational Credential Evaluators, Inc.
P.O. Box 92970
Milwaukee, WI 53202
Tele: (414) 289-3400
Fax: (414) 289-3411
E-Mail: VAL@ECE-MHS.COMPUSEV.COM

All documentation related to this application including the completed application form, transcript(s), experience report(s) and copy of teaching certificate(s), when applicable **must be submitted as a single packet.**

Official transcripts issued to students by the college or university are acceptable. **Photocopies and/or facsimiles of transcripts will not be accepted.** (Candidates who completed credit in another country must submit the original course-by-course evaluation obtained from one of the three agencies listed above in place of official transcripts.)

Complete application packets should be forwarded to the **Office of Professional Preparation Services, Michigan Department of Education, P.O. Box 30008, Lansing, Michigan 48909.**

The Office of Professional Preparation Services cannot provide advice on eligibility for a certificate until an application is submitted and the application/evaluation process is completed. Applicants will be informed in writing of deficiencies (if any) that apply and which teacher test(s) is needed. Also, at that time, they will be mailed the Michigan Test for Teacher Certification Registration Bulletin which includes the application for the Michigan Test for Teacher Certification.

Upon receipt of your application, you will be billed the appropriate fee. The fee is for the application/evaluation process, is non-refundable, and is valid for two (2) years.

Upon receipt of your completed application form and the evaluation fee, your credentials will be evaluated by our staff. If you are a candidate for the Michigan Provisional certificate, you will be mailed an evaluation letter which will inform you of which Michigan Test for Teacher Certification exams you will be required to pass. Also, at that time, you will be mailed the Michigan Test for Teacher Certification Registration Bulletin.

Beginning July 1, 2004, in order to be certified, an applicant for a teaching certificate must possess a valid certificate of course completion for first aid training that includes adult and child cardiopulmonary resuscitation (CPR). This training may be from the American Red Cross, the American Heart Association, or from a comparable organization approved by the Michigan Department of Education. Attach copies of valid certificates of completion to this application.

---Please allow at least 21 days after mailing the fee payment before inquiring about the status of your application.

For more information on certification requirements, contact the website below:

www.michigan.gov/mde

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR MICHIGAN PROVISIONAL/PROFESSIONAL EDUCATION TEACHER CERTIFICATE

To apply, please select the **one** certificate for which you believe you are eligible and complete the application form as instructed. ***UPON RECEIPT OF YOUR APPLICATION, YOU WILL BE BILLED THE APPROPRIATE FEE. DO NOT SEND CHECKS OR MONEY ORDERS WITH THIS APPLICATION.*** An evaluation will be made after the appropriate fee has been posted. You will receive a written notification of any deficiencies and/or required teacher tests.

TYPE OF CERTIFICATE/TRANSACTION	APPLICATION REQUIREMENTS		
	Required Documents	Fee Amount	Exam Required?
<p>I. <u>THE PROVISIONAL CERTIFICATE--INITIAL LICENSE TO TEACH</u> Requirements for candidates who have never held a Michigan Teaching Certificate: Is available to an individual who has completed an approved teacher preparation program and who has never held a Michigan teaching certificate. If an individual holds a valid teaching certificate from another state, and if that state's certificate requirements are an acceptable equivalent to Michigan's, then completion of additional credit will probably not be required. Applicants for this certificate must pass Michigan's Test for Teacher Certification (MTTC). If the applicant holds a valid out-of-state certificate and meets all the requirements except the MTTC, a Temporary Teacher Employment Authorization (T2EA) will automatically be issued as part of the application process. The T2EA is valid for only 1 year and is, by law, nonrenewable. The T2EA will allow the Provisional Certificate applicant to be employed during this 1 year period. By the end of the one-year period, the applicant must have passed the appropriate MTTC in order to be issued the Michigan Provisional Certificate.</p>	<p>--Completed Application --Transcripts or course-by-course evaluation of out-of country (foreign) credentials --Out-of-State Certificate <u>if applicable</u> <i>(Certificates issued outside the United States are not acceptable.)</i> --Certificate of completion for child and adult CPR training --Certificate of completion for First Aid training</p>	\$175	Yes
<p>II. <u>THE PROFESSIONAL EDUCATION CERTIFICATE</u> is Michigan's "advanced teaching certificate." To receive the Professional Certificate, the applicant must: 1) hold a Michigan Provisional Certificate (initial license to teach); 2) have completed at least 18 semester hours of credit in an approved out-of-state Master's program after the Michigan Provisional Certificate was issued <u>or</u> hold an approved out-of-state Master's or higher degree earned at any time; 3) have completed three years of successful teaching since the Michigan Provisional Certificate was issued; and 4) meet Michigan's reading requirement of 6 semester hours for the elementary-level certificate or 3 semester hours for the secondary-level certificate. (Individuals who completed their planned program or Master's or higher degree at a Michigan teacher education institution must apply directly to that institution.)</p>	<p>--Completed Application --Transcript(s) --Experience Form(s)</p>	\$125	No
<p>III. <u>THE PROFESSIONAL EDUCATION CERTIFICATE</u> is also available to out-of-state applicants who have never held the Michigan Provisional Certificate. Eligible applicants must: 1) hold a valid out-of-state teaching certificate; 2) have completed at least 18 semester hours in a planned program after issuance of the initial license to teach or hold an approved Master's or higher degree earned at any time; 3) have completed three years of successful teaching after the initial teaching certificate was issued; and 4) have met Michigan's reading requirement of 6 semester hours for the elementary-level certificate or 3 semester hours for the secondary-level certificate.</p>	<p>--Completed Application --Transcript(s) --Experience Form(s) --Out-of-State Certificate --Copy of Approved Program (plan of study/degree program)</p>	\$175	No

APPLICATION FOR MICHIGAN PROVISIONAL/PROFESSIONAL EDUCATION TEACHER CERTIFICATE

After reading the instructions, please complete all sections of this application form.

A. APPLICANT INFORMATION

SOCIAL SECURITY NUMBER _ _ _ - _ _ - _ _	DATE OF BIRTH: Month Day Year	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	PHONE NUMBER ()
RACIAL AND ETHNIC CATEGORIES:			
<input type="checkbox"/> American Indian or Alaskan Native (having origins in any of the original peoples of North America or maintaining cultural identification through tribal affiliation or community recognition)	<input type="checkbox"/> Black, NOT of Hispanic origin (having origins in any one of the black racial groups of Africa)	<input type="checkbox"/> Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South America or other Spanish culture or origin, regardless of race)	
<input type="checkbox"/> White, NOT of Hispanic origin (having origins in any of the original peoples of Europe, North Africa or the Middle East)	<input type="checkbox"/> Asian or Pacific Islander (having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.)	<input type="checkbox"/> Multiracial* <input type="checkbox"/> YES <input type="checkbox"/> NO *(A person of mixed racial-ethnic origins)	
NAME	Last	First	Middle
ADDRESS	Street	City	State
			Zip Code

B. TYPE OF CERTIFICATE

- ☐ Provisional Certificate
- ☐ Professional Education Certificate
(Never held a Michigan Teaching Certificate)
Must also complete experience report form.
- ☐ Professional Education Certificate
(Hold a valid or expired Michigan Provisional)
Must also complete experience report form.

C. CERTIFICATE LEVEL

- ☐ Elementary (K-5) ☐ Secondary (7-12)

D. ENDORSEMENT(S) Please indicate subject area and grade level.

Subject Area Endorsement	Subject Area Endorsement
Subject Area Endorsement	Subject Area Endorsement

E. EDUCATION

College/University Attended	Degrees/Credits	Year Completed
College/University Attended	Degrees/Credits	Year Completed
College/University Attended	Degrees/Credits	Year Completed

F. EXPERIENCE

How many years of K-12 teaching experience, in public and/or private schools, do you have? _____

G. CERTIFICATE STATUS HISTORY

1. Have you ever held a Michigan teacher certificate? ☐ YES ☐ NO
(If answer is "Yes", please indicate the type and expiration date.) _____
2. Do you hold a valid out-of-state teaching certificate? ☐ YES ☐ NO
(If answer is "Yes", please indicate the type and expiration date.) _____
3. Do you hold valid certificates of completion for First Aid and CPR training? ☐ YES ☐ NO

- H. 1. Have you ever been convicted of (or pleaded no contest to) a misdemeanor or felony? (check one) ☐ YES ☐ NO
2. Have you had a teaching certificate/school counselor/school psychologist certificate suspended or revoked? (check one) ☐ YES ☐ NO
3. Is there currently action pending against your teaching/school counselor/school psychologist certificate? (check one) ☐ YES ☐ NO
4. Have you ever surrendered a teaching/school counselor/school psychologist certificate? (check one) ☐ YES ☐ NO

Applicant's Signature _____ Date _____

**APPLICATION FOR MICHIGAN PROVISIONAL/PROFESSIONAL
EDUCATION TEACHER CERTIFICATE**

(Continued)

Please use the following checklist to ensure completion of this application process:

Have you:

1. Completed the application form?
2. Enclosed a copy of your out-of-state certificate(s), if applicable? (Only teaching certificates from other states are acceptable.
Certificates from other countries are not acceptable.)
3. Enclosed all original student transcript(s) from the institution(s) of higher education at which credit was completed, or included your course-by-course evaluation if credit was completed outside the United States? **NOTE: Photocopies and facsimiles of transcripts are not acceptable. Grade reports are also not acceptable.**
4. **Enclosed experience report forms if you are an applicant for the Professional Education certificate?**
5. Enclosed copies of valid certificates of completion for First Aid training and CPR training?

ADVISORY:

In accordance with Public Act of 96 of the Public Acts of 1995, it is a criminal misdemeanor to: use a suspended, surrendered, revoked, nullified, fraudulently obtained, altered or forged teaching certificate, school administrator certificate, other state board of education approval, or a certificate or approval of another person for the purpose of obtaining employment;

Use or attempt to use a college or university transcript or a certificate or other credential that is fraudulently obtained, altered or forged, or uses or attempts to use as his or her own, a college or university transcript or a certificate or other credential that is for another person, to obtain a teaching certificate, school administrator's certificate or state board approval in this state.

The No Child Left Behind Act of 2001 requires teachers of core academic subjects to be highly qualified for those subjects at the time of employment. For teacher applicants requesting the professional education certificate, only those subject area endorsements for which the applicant has a major or presents evidence of having passed a rigorous state subject area exam will they be considered highly qualified.

NOTE: THE EVALUATION FEE IS NON-REFUNDABLE. DO NOT SEND PAYMENT WITH THIS APPLICATION. YOU WILL BE BILLED LATER.

CERTIFICATES ISSUED THROUGH MARCH 31 SHALL EXPIRE 5 YEARS FROM THE PRECEDING JUNE 30th.

CERTIFICATES ISSUED BEGINNING APRIL 1 WILL EXPIRE 5 YEARS FROM THE FOLLOWING JUNE 30th.

EXPERIENCE REPORT FOR

THE MICHIGAN PROFESSIONAL EDUCATION CERTIFICATE

Instructions: This form is for verification of teaching experience required for advanced certification. Please have the superintendent or authorized chief school official sign the completed form and return it as part of your application packet.

NAME OF SCHOOL DISTRICT IN WHICH
CANDIDATE TAUGHT SCHOOL:

ADDRESS:

Certification

THIS IS TO CERTIFY THAT (NAME):

SOCIAL SECURITY NUMBER:

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TAUGHT FULL TIME UNDER APPROPRIATE SUPERVISION

FROM:

TO:

IN GRADES:

AND SUBJECTS:

AND/OR SUBSTITUTE TAUGHT FROM:

TO:

IN GRADES:

AND SUBJECTS:

FOR A TOTAL OF

DAYS TAUGHT.

THIS CANDIDATE'S SERVICE IS RATED:

☐

SATISFACTORY

☐

UNSATISFACTORY*

***When an unsatisfactory rating is recorded, please provide an explanation on the reverse of this page.**

Signature of Superintendent or Chief School Official

Date

Name and Title (please type or print)

Name of School District/School

Telephone Number